

Sisseton-Wahpeton Oyate

Job Description

Job Title: Assistant Cook

Work Site: Elderly Nutrition program (Ulysses U.K. Abraham Center)

Reports to: Program Director

General Responsibilities:

To assist the Head Cook in preparing food for meals served to elders at the Ulysses U.K. Abraham elder center and the home-delivered meals for the handicapped and home-bound elders Monday through Friday of each week. The Head Cook provide direction to and informs assistant cook of daily responsibilities.

Duties of this position include but are not limited to:

1. Prepares meals in accordance to menus and recipes approved by the Head Cook and I.H.S. and State of SD dietary consultants.
2. Sets tables and readies the center for participants, serves appropriate portions onto trays of congregate participants, packages meals for home-deliveries and responds to the needs of elders during meal.
3. Washes dishware and thoroughly cleans dining area on routine basis after each meal. Follows schedule developed by Head Cook for less frequent cleaning and preventive maintenance procedures.
4. Assists Head Cook in compiling a weekly food list that needs to be ordered on a weekly basis. This includes products needed for daily cleaning of center.
5. Must assist Head Cook in planning menus to ensure food is appetizing and meets the daily nutrition, portion sizes needed for elders on our program.
6. Will place the weekly orders when the Head Cook is unavailable.
7. Will do a complete inventory of all food and supplies in the store room, freezers, and refrigerators at the end of each month and provide a copy to the Head Cook and Program Director. (word format)
8. Drives and delivers meals on a routing schedule.
9. Other duties assigned by the Program Director.

Program Administration:

1. Under the overall supervision of the Manager of the Elderly Nutrition Program.

2. The Head Cook provides direction to the dietary staff at the nutrition centers operated by the Sisseton Wahpeton Oyate.
3. The Assistant Cook will participate in training, classes, webinars that improve the operation of the nutrition program.
4. The Assistant Cook is in charge of the kitchen operation in the absence of the Head Cook.
5. The Personnel Policies and Procedures of the Sisseton Wahpeton Oyate are the administrative guidelines used by the Program Manager for all employee actions.
6. Must adhere to the policies and procedures of the Elderly Nutrition program; **however the Sisseton Wahpeton Oyate Policies and Procedures supersede those of the program.**

Working Conditions:

1. The workplace is the Elderly Nutrition center (Ulysses U.K. Abraham) located in Agency Village.
2. The center is kept in a clean and sanitary condition.

Qualifications:

1. Must have a high school diploma or GED.
2. Must have a SD Driver's License.
3. Experience and interest in cooking, especially in large quantities.
4. Must be able to work in both Word and Excel for data collection and report submitting.
5. Must be able to enter and exit a vehicle multiple times a day.
6. Must be able to ascend and descend a flight of stairs if necessary.
7. Must enjoy working with people, especially the elders of our Tribe.

Revised 06/23/2021

Approved



Date

